

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 37-15

30 July 2001

Effective: 29 August 2001
Financial Administration
PROGRAM BUDGET ADVISORY COMMITTEE (PBAC)

FOR THE COMMANDER:

OFFICIAL:

MAURICE BUCHANAN
Colonel, USA
Deputy Commander/Chief of Staff

/SIGNED/
TERRENCE N. TIERNAN
Director, Information Management

DISTRIBUTION:
B (Electronic only publication)

Summary. This regulation prescribes policy for the Program Budget Advisory Committee (PBAC) in the United States Military Entrance Processing Command (USMEPCOM). This regulation also defines the membership and responsibilities of the PBAC.

Applicability. This regulation applies to staff elements of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), and sector headquarters.

Supplementation. Supplementation of this regulation is prohibited.

Interim message changes (IMCs). IMCs to this regulation are not official unless disseminated via the Command Message System from the Command Executive Support Officer, HQ USMEPCOM.

Suggested improvements. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MRM-PB, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management controls process. This regulation is not subject to the management controls provision of Army Regulation 11-2.

*This regulation supersedes USMEPCOM Reg 37-15, 21 February 1997.

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Glossary

1. Purpose

This regulation prescribes policy for the Program Budget Advisory Committee (PBAC) in the United States Military Entrance Processing Command (USMEPCOM). The PBAC is a formal committee that reviews the budget and makes the financial decisions affecting USMEPCOM operations. This regulation also defines the membership and responsibilities of the PBAC.

2. Explanation of terms

Abbreviations used in this regulation are explained in the glossary.

3. Responsibilities

a. Commander, USMEPCOM. The Commander, USMEPCOM, will be the Chairperson and the approving authority for the Senior PBAC funding recommendations.

b. Deputy Commander/Chief of Staff, USMEPCOM. The Deputy Commander/Chief of Staff will be the Chairperson of the Working PBAC (WPBAC) and will chair the Senior PBAC in the Commander's absence.

c. Director, Resource Management, Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM). The Director, Resource Management, is the Executive Secretary of the PBAC and will have staff responsibility for PBAC activities. The Director will—

(1) Ensure agenda items for the PBAC are prepared and coordinated before a meeting and that a complete record of the meeting is prepared.

(2) Be the Chairperson of the WPBAC when delegated this duty by the Deputy Commander/Chief of Staff.

d. Sector commanders and designated HQ USMEPCOM directors and special staff officers.

(1) Sector commanders and HQ USMEPCOM designated directors and special staff officers will serve as Senior PBAC members (see par. 4a(2)).

(2) Each PBAC member will designate an individual to serve as a member of the WPBAC.

4. PBAC purpose and membership

a. Senior PBAC.

(1) **Purpose.** The Senior PBAC serves in an advisory capacity to the Commander, USMEPCOM, on the planning, programming, budgeting, and execution of resources including establishing restraints and controls to ensure the most effective use of resources.

(2) Senior PBAC members.

(a) Primary members are:

Commander, USMEPCOM (Chairperson)

Commander, Eastern Sector, USMEPCOM

Commander, Western Sector, USMEPCOM

HQ USMEPCOM:

Director, Resource Management (Executive Secretary)

Director, Facilities

Director, Human Resources

Director, Information Management

Director, Joint Computer Center

Director, Medical Plans and Policy

Director, Operations

Director, Program Analysis and Evaluation

Command Judge Advocate

Inspector General

Chief, Internal Review and Audit Compliance

Civilian Personnel Officer

Equal Employment Opportunity Officer

Public Affairs Officer

USMEPCOM Liaison

Headquarters Company Commander

(b) Other members at HQ USMEPCOM, as designated by any PBAC member, will attend meetings in an advisory capacity.

b. WPBAC.

(1) **Purpose.** The WPBAC assists the PBAC in performing its functions by reviewing PBAC information, prioritizing Command unfinanced requirements, and making recommendations to the Senior PBAC on how funding should be applied. The Chairperson will ensure that items requiring PBAC consideration are presented and that recommendations are provided to the Senior PBAC.

(2) **WPBAC members.** WPBAC members are designated by Senior PBAC members.

5. PBAC procedures

a. Senior PBAC meetings. The Senior PBAC will meet at the call of the Chairperson. The Executive Secretary will present the recommendations of the WPBAC.

(1) The Executive Secretary or the designated representative will make the presentations at the meetings. The presentations will be the WPBAC recommendation briefing packages.

(2) Members and other concerned individuals will provide additional information when needed and participate in discussions.

Note: Other concerned individuals from HQ USMEPCOM may be asked to attend the PBAC meetings for their subject-matter expertise.

(3) The Executive Secretary or the designated representative will take minutes of the meetings and distribute the minutes to the Senior PBAC members.

b. WPBAC. Senior PBAC meetings will be preceded by WPBAC meetings. The Executive Secretary or the designated representative will make presentations at the WPBAC meetings. Members and other concerned individuals will provide additional information when needed and participate in discussions. The Executive Secretary or the designated representative will take minutes of the meeting and distribute the minutes to Senior PBAC and WPBAC members.

Glossary

DA

Department of the Army

HQ USMEPCOM

Headquarters, United States Military Entrance Processing Command

IMC

interim message change

PBAC

Program/Budget Advisory Committee

USMEPCOM

United States Military Entrance Processing Command

WPBAC

Working Program/Budget Advisory Committee